



## SUBSTITUTE PAY INFORMATION

- As you arrive for a substitute assignment, be sure to visit the front office of the school first to receive your sub badge. At the end of the day, be sure to visit the front office again to return your badge and sign the sign in sheet – it is considered your “timecard” and must be signed by you for payment.
- To be placed on the Advanced pay scale (bachelor’s degree or higher), proof of transcripts will be required before being placed on the appropriate pay scale. (Please refer to the Substitute Salary Schedule for any pay rate information).
- Uintah School District pays by direct deposit on the 25<sup>th</sup> of each month. If the 25<sup>th</sup> falls on a weekend or holiday you will be paid on the business day prior the weekend or holiday.
- You will receive your first paycheck one month after your first substitute assignment. (Example: September sub days will be paid on October 25<sup>th</sup>).
- If you take a teacher substitute assignment at Lapoint Elementary or Eagle View Elementary, you are eligible for a \$30.00 incentive for a full day assignment or a \$15.00 incentive for a half day assignment. (This incentive is authorized at the school level. See the school secretary).
  - Eagle View Elementary and Lapoint Elementary classified sub assignments (secretarial, custodial, aides, specialists, food service, etc.) DO NOT receive the \$30.00 incentive.
- If you sub for the same teacher, in the same classroom for 10 consecutive full days or more, you will receive a \$15.00 Long-Term incentive for each day. You will not receive the incentive until 10 days has been reached. When you have reached 10 consecutive days you will receive \$15/day retro pay back to the beginning of the 10 days.
  - Classified sub assignments (secretarial, custodial, aides, specialists, food service, sweeper, etc.) DO NOT qualify for Long-Term sub incentives.
  - Half-day sub assignments DO NOT qualify for Long-Term sub incentives.
  - Long Term assignments at Lapoint Elementary and Eagle View Elementary DO NOT qualify for the \$15.00 Long-Term incentive. Instead, you will receive the \$30.00 incentive upon meeting the terms listed above.